

**STAFF REPORT**  
**City of Lancaster**

CC 13
08/23/11
MVB

Date: August 23, 2011

To: Mayor Parris and City Council Members

From: Beverly Glode, Director  
Human Resources & Risk Management

Subject: Amend the Compensation Schedule for the classifications of Executive Assistant and Administrative Assistant

---

**Recommendation:**

Adopt **Resolution No. 11-63**, amending Resolution 10-47 creating and adding the classifications of Executive Assistant and Administrative Assistant to the compensation schedule; changes made affect the title only of these classifications and new positions are not being created; the titles of Executive Secretary and Administrative Secretary are abolished.

**Fiscal Impact:**

There is no fiscal impact by this action.

**Background:**

A routine maintenance of the City's Classification and Compensation System indicates that the classification titles of: Executive Secretary and Administrative Secretary should be changed to Executive Assistant and Administrative Assistant respectively. The salary ranges would remain unchanged. As a result, the Executive Secretary and Administrative Secretary classifications are now abolished. Staff recommendation is that City Council approve this action.

**Attachment:**

Resolution No. 11-63